

Effective 31 December 1996

Transportation and Travel

Policy for Use of Small Package Service

This UPDATE printing publishes a revised regulation which is effective 31 December 1996. Because of the extensive changes made, no attempt has been made to highlight changed material.

For the Commander:

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Summary. This regulation establishes policies and defines procedures for small package shipments.

Applicability. This regulation is applicable to all United States Army Recruiting Command employees (military and civilian) making small package shipments.

Impact on New Manning System. This regula-

tion does not contain information that affects the New Manning System.

Supplementation. Supplementation of this regulation is prohibited.

Suggested improvements. The proponent agency of this regulation is the Office of the Director of Resource Management and Logistics. Users are invited to send comments and sug-

gested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAREC (RCRM-LO-SV), Fort Knox, KY 40121-2726.

Distribution. Distribution of this regulation has been made in accordance with USAREC Pam 25-30, distribution B. This regulation is published in the Recruiting Company Operations and Administration UPDATE.

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1. Purpose

This regulation establishes policies and defines procedures for small package shipments.

2. References

- a. Related publications.
 - (1) AR 25-51 (Official Mail and Distribution Management).
 - (2) AR 55-355 (Defense Traffic Management Regulation).
- b. Required form. USAREC Fm 938 (Small Package Shipment Register).

3. Explanation of abbreviations and terms

- a. Abbreviations.
 - (1) MEPS — Military Entrance Processing Station
 - (2) Rctg Bde — recruiting brigade
 - (3) Rctg Bn — recruiting battalion
- b. Terms.
 - (1) Commercial invoice. The invoice or bill issued by the carrier for services performed. Used synonymously with terms such as airbill, waybill, bill of lading, etc.

(2) Commercial small package service. The movement of small packages via commercial carriers when transportation charges are \$35 or less. The size of the package is limited by the standards set by each carrier. This service is not limited to air delivery, it can be surface transportation as well.

4. Policy

Small package service should be made available for any type shipment and is not limited to recruiting operations only.

- a. Overnight deliveries.
 - (1) Commanders will determine the most cost effective carrier who will provide the necessary overnight service. First priority should be given to the current overnight carrier that has a contract with the General Services Administration (the Express Mail service of the United States Post Office is the most costly and should be considered only if the commercial carrier with General Services Administration contract cannot provide necessary service). Presently Federal Express has the contract. Convenience will not be used as the sole factor for selecting a carrier.
 - (2) Overnight delivery will be limited to three pounds or less.
 - (3) In circumstances where an audit trail is required, such as reports of survey, overnight service may be used in lieu of certified mail, if cost effective. Registered mail should not be used for the shipment of small packages unless so directed by another regulatory document because of contents of the package.
- b. Except in unusual circumstances (i.e.,

when a last minute photo or police report is needed to complete a packet) a small package service will not be used. Additionally, small package service is not appropriate to send materials such as enlisted evaluation reports, officer evaluation reports, recurring reports, and routing of nonmission-essential material. Use of these services to meet suspense dates is not authorized.

c. The United States Army Recruiting Command's requirements to use small package services will normally fall into the following routing schemes:

(1) Recruiting stations to Military Entrance Processing Stations (MEPS).

(2) Recruiting battalions (Rctg Bns), recruiting brigades (Rctg Bdes), and Headquarters, United States Army Recruiting Command to various destinations and higher headquarters.

d. The following procedures will be followed when a situation dictates the use of small package services:

(1) Determine whether or not time is of the essence and that the material to be dispatched is mission essential.

(2) Consolidate material to be dispatched whenever possible in order to reduce total cost.

e. Cost. Commanders should obtain and maintain current cost data from commercial small package carriers whenever possible.

(1) Weekend dispatches and Saturday delivery. It is not a good practice to use small package service on Fridays. It is not normally cost effective to have a package delivered on Saturday. This option should only be used where

*This regulation supersedes USAREC Regulation 55-3, 30 May 1989.

circumstances dictate a Saturday delivery, and it is known that the intended recipient will be available to accept delivery.

(2) Second day delivery. This option is generally less expensive and should be used whenever possible.

f. Commanders should explore the feasibility of establishing agreements with commercial carriers for billing arrangements. They may contact the Logistics Division of Headquarters, United States Army Recruiting Command at (502) 626-0317 to establish an agreement or to obtain a call tag number to make a shipment. Commanders are encouraged to retain any existing arrangements with commercial carriers used in the past. Special consideration, however, should be given to cost effectiveness and not convenience. Contracts will be made by a contracting officer. Most companies offer discounts for customers who establish accounts with them based upon frequency and weight.

5. Approval authority

Rctg Bn commanders or their designated representatives are the approving authority for small package service. Commanders who delegate this authority should do so in writing.

6. Procedures

a. The office requesting shipment should obtain approval for shipment.

b. The office managing small package service (usually the mail and distribution center or the support services specialist) will log shipments, file airbills, and certify invoices for payment. Recommended procedures:

(1) Log shipments on USAREC Fm 938 (Small Package Shipment Register) (see fig 1). Hold the file copy of the airbill in a suspense file.

(2) When the invoice is received:

(a) Pull from the suspense file the file copies of the airbills listed on the invoice.

(b) Enter the invoice number on the USAREC Fm 938 for each airbill pulled.

(c) Review the invoice using the information on the airbills and the log.

(d) Attach the airbills to a copy of the applicable invoice and file.

(e) Certify the invoice for payment and return it to budget.

7. Responsibilities

The use of small package service demands close controls and prudent usage. All commanders are responsible for ensuring that the use of small package service is essential in order to meet mission requirements.

a. Rctg Bn commanders or their designated representatives and Rctg Bde headquarters commandants will:

(1) Set up procedures to control and ensure prudent use of a small package service.

(2) Ensure that the use of small package service is essential in order to meet mission requirements.

(3) Review use of small package service and assess expenditures on a quarterly basis.

b. Rctg Bde commanders will ensure that

small package shipment procedures and usage are inspected during command inspections.

SMALL PACKAGE SHIPMENT REGISTER (For use of this form see USAREC Reg 55-3)				UNIT: Rctg Bn XXXX		MONTH: Jul 96
DATE 19 <u>96</u>	MATERIAL SHIPPED	SHIPPED TO	JUSTIFICATION	APPROVED BY	INVOICE NUMBER	CARRIER/AIR BILL NUMBER
						FEDERAL EXPRESS
5 Jul	Applicant packet	MEPS	Delayed due to police check	XO	5-217-04600	1234567890
5 Jul	Applicant packet	MEPS	Courtesy ship	MAJ XXX	5-217-04600	FedEx 1987654321
11 Jul	Waiver - Ops	USAREC	Requires approval	S1	GG17-258933	UPS 7654321890
<div>Date shipped</div>	<div>Description of material shipped.</div>	<div>Destination of shipment.</div>	<div>Reason for using the small package service.</div>	<div>Approval Authority.</div>	<div>Invoice Number.</div>	<div>If unit uses only 1 carrier, log as shown on lines 1-2, with carrier on top line and airbills following.</div>

USAREC Fm 938, Rev 1 Dec 96 (Previous editions will be used)

Figure 1. Sample of a completed USAREC Fm 938